

AGENCY NAME _____
 AGENCY PAY LOC _____

STATE OF IDAHO
 STATE CONTROLLER'S OFFICE
 EMPLOYEE INFORMATION SYSTEM
OTHER EARNINGS AUTHORIZATION
FOR CONTINUOUS AND DECLINING PAYMENTS ONLY

USER	S. ORG#

EFFECTIVE DATE	ID	TRAN	C	ERN CD
	G 1	3 1 0		

TRN CNT	TRAN DOLLARS

 1
 EMPLOYEE NAME _____

SOCIAL SEC NUMBER	PAY PER AMT	ORIGINAL AMT	END DATE	AGENCY	PCN	OVRD START DATE	OVRD AMOUNT	OVRD END DATE

 7
 15
 EMPLOYEE NAME _____

SOCIAL SEC NUMBER	PAY PER AMT	ORIGINAL AMT	END DATE	AGENCY	PCN	OVRD START DATE	OVRD AMOUNT	OVRD END DATE

 7
 15
 EMPLOYEE NAME _____

SOCIAL SEC NUMBER	PAY PER AMT	ORIGINAL AMT	END DATE	AGENCY	PCN	OVRD START DATE	OVRD AMOUNT	OVRD END DATE

 7
 15
 EMPLOYEE NAME _____

SOCIAL SEC NUMBER	PAY PER AMT	ORIGINAL AMT	END DATE	AGENCY	PCN	OVRD START DATE	OVRD AMOUNT	OVRD END DATE

 7
 15
 EMPLOYEE NAME _____

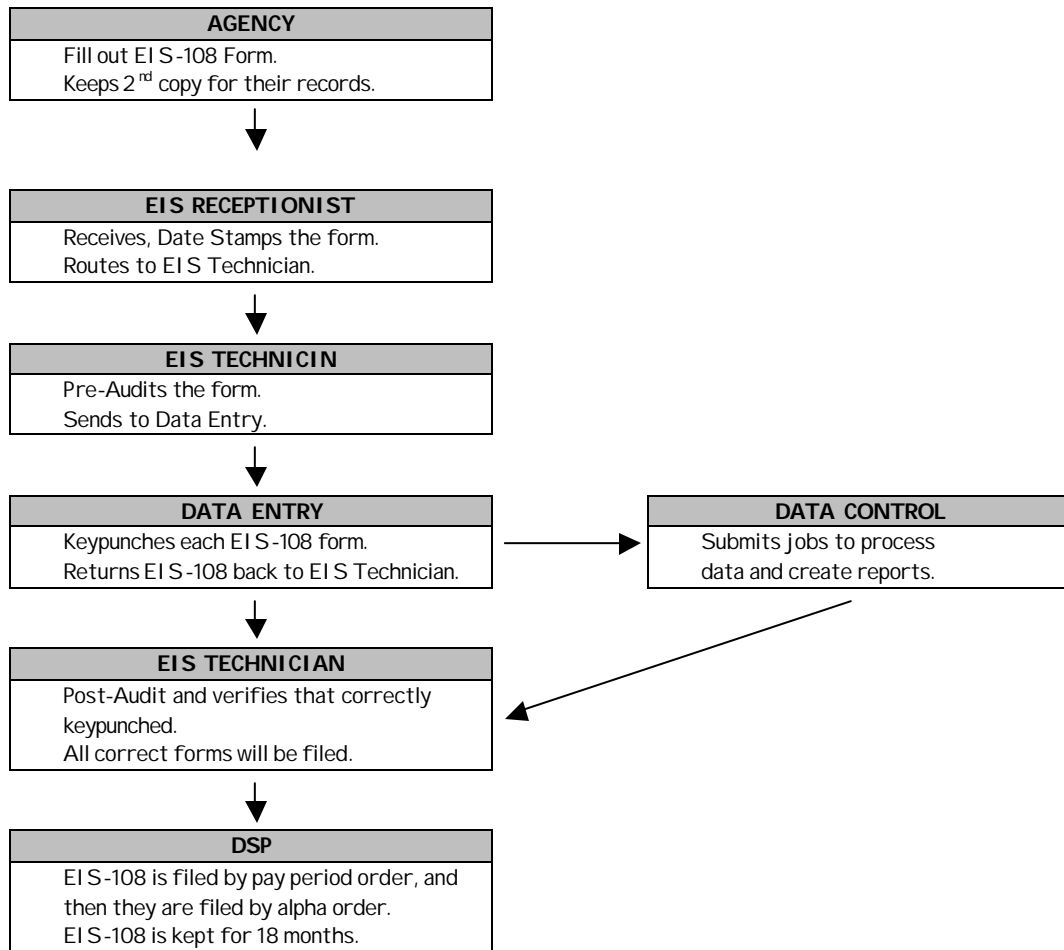
SOCIAL SEC NUMBER	PAY PER AMT	ORIGINAL AMT	END DATE	AGENCY	PCN	OVRD START DATE	OVRD AMOUNT	OVRD END DATE

 7
 15
 REMARKS:

AUTHORIZED SIGNATURE:	FINANCIAL MGMT.	DATE:	IDAHO PERSONNEL COMMISSION	DATE:
-----------------------	-----------------	-------	----------------------------	-------

EMPLOYEE INFORMATION SYSTEM MANUAL
OTHER EARNINGS AUTHORIZATION FORM EIS-108

Flow Chart for EIS-108



EMPLOYEE INFORMATION SYSTEM MANUAL
OTHER EARNINGS AUTHORIZATION FORM EIS-108

Purpose: Other earnings allow an employee to be paid wages not related to hours.

310 transaction is used to add or update an employee's non-hourly earnings information. It allows payment to be:

1. **CONTINUOUS - Do not enter Original Amount.** The pay period amount will be paid to the employee until the end date has been reached or an other earnings authorization form is submitted to delete the employee's other earnings.

An example of continuous other earnings is Legislative pay.

2. **DECLINING - Original Amount is required.** The pay period amount will be paid to the employee until the original amount has been paid.

An example of declining other earnings is contract holdback payable.

NOTE: 'One time' other earnings are done on a payroll time sheet (EIS-145) or a one-time other earnings authorization (EIS-107).

- Requirements:**
- The employee must be set-up on the employee file before other earnings authorization can be processed.
 - This form can be used for 5 different employees if the effective date and earnings codes are the same.
 - Other earnings code cannot be duplicated per employee for any calendar year.
 - There needs to be an appointing authority signature and the signature has to be on file in the State Controller's Office, D S P.

EMPLOYEE INFORMATION SYSTEM MANUAL
OTHER EARNINGS AUTHORIZATION FORM EIS-108

Procedures:

- To **establish** other earnings all information is required except for fields indicated as optional.
- Each field on the form, except for the Form Requirements, is preceded by a (3) digit code that is used only by data entry and for identification purposes.

Form Requirements

FIELDS	EDIT	COMMENT
Agency Name:	The name of your agency.	Optional.
Pay Loc:	Can be 2 or 4 digits depending on how your agency is set up with EIS Control.	Optional.
User:	The initials of person filling out the form. PLEASE PRINT	Required. Length is 3.
S Org #:	3-digit code assigned to your agency.	Required. Length is 3.
Employee's Name:	Employee's first & last name is on this form for identification purposes only.	Required.
Remarks:	Agency's comments concerning data to be processed on form.	Required.
Authorized Signature:	Employee signature can be signed in this area. The agency's appointing authority signature. This signature has to be on file with the State Controller's Office, DSP.	Required.
DFM Authorization:	This signature is for approval of data on the form. The agency will route forms to DSP, then DSP will submit to Financial Management.	Required.
DHR Authorization:	DHR'S signature is required for approval of data on the form. The agency will route forms to DSP, then DSP will submit to DHR.	Required.

EMPLOYEE INFORMATION SYSTEM MANUAL
OTHER EARNINGS AUTHORIZATION FORM EIS-108

310 TRANSACTION

- NOTE:**
- This transaction does not adjust the Original Amount Balance.
 - Amount fields cannot be negative.

FIELD	EDIT	COMMENT
EFFECTIVE DATE	<p>The pay period begins date that is entered, indicates when the action is effective.</p> <p>Format = MMDDYY.</p> <p>Refer to Calendar – Reference Section 4.15.</p>	Required. Length is 6.
CHANGE CODE	<p>Enter the code that identifies the type of action.</p> <p>'N' if SSN, Earnings Code & PCN are new.</p> <p>'R' if REVISING Other Earnings Data.</p> <p>When using Earnings Codes 'HR1' or 'HR2' the change code must be 'N'.</p>	Required. Length is 1.
EARNINGS CODE	<p>Enter the 3-digit code identifying the other earnings code.</p>	Required. Length is 3.
PAY PERIOD AMOUNT (214)	<p>The gross dollar amount to be paid to the employee on his/her paydays.</p> <p>Does not need to be coded, if a change is being submitted with updates to other fields.</p> <p>To stop other earnings, continuous or declining, zero fill the pay period amount.</p>	Required. Length is 5.2.
ORIGINAL AMOUNT (996)	<p>Only code for 'declining' other earnings. Code the total amount to be paid to the employee.</p> <p>Note: When original amount is keyed the current balance is updated with a new amount. If original amount is changing after the employee has been paid from the Original Amount, the Current Balance will have to be reduced by what the employee has already been paid. Contact Division of Statewide Payroll (DSP).</p>	Optional. Length is 5.2.

EMPLOYEE INFORMATION SYSTEM MANUAL
OTHER EARNINGS AUTHORIZATION FORM EIS-108

FIELD	EDIT	COMMENT
END DATE (975)	Do not use at this time.	Optional. Length is 6.

310 TRANSACTION

FIELD	EDIT	COMMENT
AGENCY	Do not use at this time.	
POSITION CONTROL NUMBER (PCN) (223)	The employee's 4-digit number assigned by the agency. This field needs to be coded for all updates.	Required. Length is 4.
OVERRIDE START DATE (217)	If an override situation exists, code a pay period begins date (cannot be retroactive). Format = MMDDYY. Refer to Calendars – Reference Section 4.15.	Optional. Length is 6.
OVERRIDE AMOUNT (216)	If an override situation exists, code the pay period amount that should be paid to the employee. The override amount will be paid, instead of the pay period amount, for only the time period that is coded. If an override amount is coded for a 'declining' other earnings, the original amount must also be updated.	Optional. Length is 7.2.
OVERRIDE END DATE (218)	If an override situation exists, code the pay period end date that would indicate when the override situation should be discontinued. Format = MMDDYY. Refer to Calendars – Reference Section 4.15.	Optional. Length is 6.